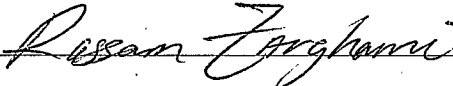

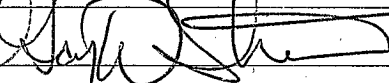


Approved By: 	
Title: CIWQS SOP Lead	Date: 11/1/2007

Approved By: 	
Title: CIWQS Business Rules Team Co-Chairperson	Date: 11/1/2007

Approved By: 	
Title: CIWQS Business Rules Team Co-Chairperson	Date: 11/19/2007

CALIFORNIA INTEGRATED WATER QUALITY SYSTEM
FORMAL DATA CLEANUP OF THE CIWQS ONLINE DATABASE

1.0 PURPOSE

This standard operating procedure (SOP) is intended for use by the California Integrated Water Quality System (CIWQS) Business Rules Team (BRT) to generate data cleanup reports. Regional Water Quality Control Board (Regional Water Board) and State Water Resources Control Board (State Board) staff should use this SOP for manual data cleanup. This includes:

- Reviewing the cleanup report to determine data that is flawed;
- Entering values where data is "null";
- Correcting erroneous values (e.g., typos, illogical dates, etc.);
- Pulling paper files to validate the data in the database; and
- Making sure that data entry conforms to CIWQS business rules.

2.0 RESPONSIBILITIES

The Statewide CIWQS Coordinator and QA Team Leader are responsible for ensuring that data cleanup reports are created and disseminated. Local CIWQS Coordinators lead the data cleanup effort and communicate with the Statewide CIWQS Coordinator and QA Team Leader on this effort.

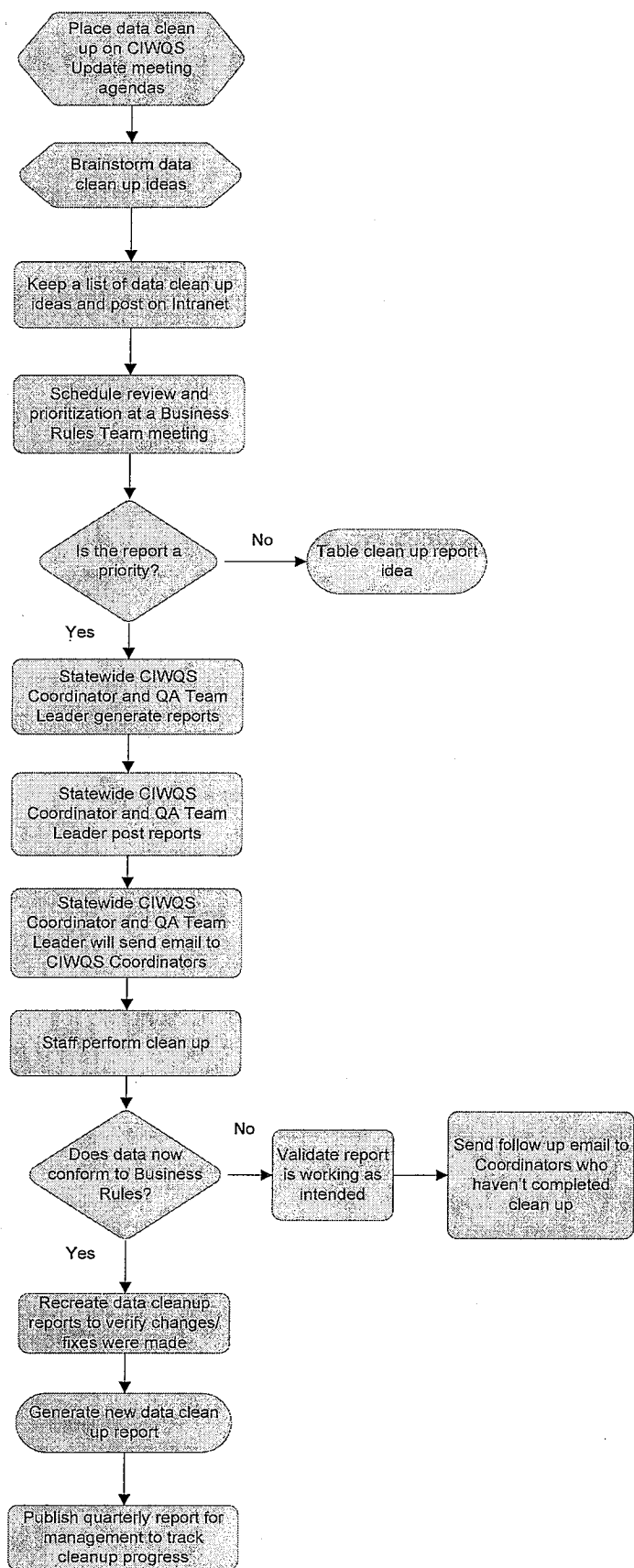
The CIWQS BRT Chairperson(s), on behalf of the BRT, and the CIWQS SOP Lead must give signed approval for this SOP.

3.0 PROCEDURE

3.1 GENERATING/DISEMINATING DATA CLEANUP REPORTS

The Statewide CIWQS Coordinator and QA Team Leader, with the help of student interns, will generate program or region-specific data cleanup reports and post them on the CIWQS Intranet site: <http://waternet/oit/ciwqs/index.html>. It is not necessary to completely resolve a specific cleanup report before generating a new data cleanup report.

The flowchart below and the accompanying narrative text describe the process for generating and disseminating data cleanup reports:



- 1) The Business Rules Team and local CIWQS Coordinators propose data elements requiring cleanup. Database audits also identify data elements.
- 2) The Statewide CIWQS Coordinator and QA Team Leader solicit ideas at committee meetings and generate a proposal quarterly or on an as-needed basis, to the Business Rules Team.
- 3) The Business Rules Team prioritizes data cleanup reports using the SOP: *Data Cleanup Prioritization SOP*.
- 4) The Statewide CIWQS Coordinator and QA Team Leader oversee the generation of reports using Discoverer. They are responsible for checking to see that the report contains the correct logic.
- 5) The reports identified in the data cleanup are posted on the CIWQS Intranet page: <http://waternet/oit/ciwqs/index.html>.
- 6) The Statewide CIWQS Coordinator and QA Team Leader email local CIWQS Coordinators as reports are posted on the Intranet. The email specifies instructions for cleanup and a due date.
- 7) The Statewide CIWQS Coordinator and QA Team Leader rerun the reports after the due date has passed.
- 8) The Statewide CIWQS Coordinator and QA Team Leader reconfirms that the report reflects the intended logic.
- 9) If data isn't clean, the QA Lead, or delegate, reposts.
- 10) The QA Team Leader will send a follow up email to the local CIWQS Coordinator(s) for regions or programs that do not complete the cleanup.
- 11) After 2 iterations, the QA Team moves on to the next data cleanup report.
- 12) The QA Team Leader takes corrective action for regions/programs that don't perform.
- 13) At the CIWQS Update Meeting, the Statewide CIWQS Coordinator will allot time on the agenda on a quarterly basis to evaluate the data cleanup process and will follow up with the local CIWQS Coordinators on an individual basis to determine what is needed to facilitate the cleanup effort.
- 14) The QA Team Leader will generate a Quarterly Data Cleanup Summary for management¹.

Currently, reports are generated in Discoverer, exported into excel, and posted on the Intranet. As data is fixed, reports have to be reran and reposted. A near-term goal is to eliminate this step by creating a generic Discoverer user account that will have data cleanup reports with data that is updated every business day.

3.2 PERFORMING DATA CLEANUP

- 1) Staff performing data cleanup references the Business Rules (found under the heading "CIWQS Business Rules" at <http://waternet/oit/ciwqs/index.html>) to determine how the fix is required to be formatted. For example, Inspections must be linked to a program; otherwise it will not show up in the Inspection by Program count.
- 2) Staff checks source data (e.g., read the permit, refer to the paper inspection reports, or phone the discharger for address information) to determine what information should be put in the system.

3.3 CLEANUP VERIFICATION

- 1) The Statewide CIWQS Coordinator and QA Team Leader rerun the data cleanup report.
- 2) The Statewide CIWQS Coordinator and QA Team Leader or their delegates verify that the data has been corrected.
- 3) If there is data that needs cleanup, follow up is required with the appropriate local CIWQS coordinator (see section 3.1.10).
- 4) The QA Team Leader drafts a Quarterly Data Cleanup Summary¹, which will be presented to the Executive and Assistant Executive Officer Meetings.

¹ Initially the quarterly report will be a simple count of records that have been corrected. As tools and reports improve, this data cleanup summary will become more detailed.

4.0 OUTPUTS

- 1: The Statewide CIWQS Coordinator and QA Team Leader will generate an "original" report and post it on the Intranet site: <http://waternet/oit/ciwqs/index.html>.
- 2: The Statewide CIWQS Coordinator and QA Team Leader will rerun the report for data not fixed and report.
- 3: The QA Team Leader will generate a Quarterly Data Cleanup Summary¹ for management.

5.0 CORRECTIVE ACTION

Violations of this SOP will be reported according to the CIWQS SOP: *Corrective Action*.

6.0 REFERENCES

CIWQS Intranet page: <http://waternet/oit/ciwqs/index.html>.

CIWQS QA Audit Reports.

Data Cleanup Prioritization. California Integrated Water Quality Management System Standard Operating Procedure. Month xx, 2007.